

December 15, 2010

**ITEM NO. A2**

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH  
CORPORATION FOR SUPPORTIVE HOUSING TO CONDUCT AN ASSESSMENT OF  
RESIDENTS IN SAFE HARBOR STATUS**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners (“Board”) authorize the Chief Executive Officer or his designee to execute a fixed fee contract with the Corporation for Supportive Housing (“CSH”) in the amount of \$344,769 for a six (6) month term, to conduct a needs assessment of Chicago Housing Authority (“CHA”) residents who have received multiple Safe Harbor designations.

**FUNDING**

General Fund

**Vendor:** Corporation for Supportive Housing  
50 Broadway, 17<sup>th</sup> Floor  
New York, New York 10004

**Specification No.** 10-00601

**Contract Type:** Fixed Fee

**Contract Period:** Six (6) Months

**Contract Amount:** \$344,769

**Option Period:** None

**Date Advertised:** 9/17/2010

**Pre-Proposal Conference:** 9/23/2010

**Date Proposals Due:** 10/13/2010

**Advertisement Publications:**

Chicago Sun-Times

Chicago Defender

El Dia

**Number of Pick-Ups:** 25

**Number of Proposals Received:** 2

**Number of Vendors Solicited:** 268

(Including 177 MBE/WBE/DBE Firms)

**CORPORATION FOR SUPPORTIVE HOUSING:**

**M/W/DBE Participation:**

Direct:       %MBE       %WBE       %DBE

Indirect:       %MBE       %WBE       %DBE

Waiver X PENDING

Section 3: 3 (#) Hiring \_\_\_\_\_ (\$) Subcontracting \_\_\_\_\_ (\$) Other Economic Opportunities

## **GENERAL BACKGROUND**

In 2009, CHA extended a work requirement to all public housing units through an amendment to CHA's Admissions and Continued Occupancy Policy ("ACOP"), with the exception of developments that operate under a consent decree (i.e., Cabrini Green Homes and Henry Horner Homes). The CHA work requirement requires that every adult authorized member of a public housing unit, aged 18 to age 62, is required to be employed at least 20 hours per week unless the resident or authorized adult member of the household is granted a Safe Harbor. Residents may also meet the work requirement through any combination of employment, attendance at an accredited school, institution, training program, job readiness, GED or literacy program, internship, or work experience opportunity. Volunteer or community service opportunities are also allowable, provided that the volunteer or community service is verified and constitutes no more than 50% of the required hours for the first two years of compliance. When residents are unable to comply with the work requirement, they can request Safe Harbor consideration by showing that he/she legitimately attempted to comply with the work requirement and are still unable to secure employment or otherwise fully meet the work requirement. Residents who are approved by the CHA for Safe Harbor status are required to undergo an interim Safe Harbor re-examination with their property manager every 90 calendar days.

CHA has procured CSH to conduct an assessment and analysis of individuals who have received multiple Safe Harbor designations. CSH will be working with a subcontractor, the Social IMPACT Research Center ("IMPACT"), the research department of Heartland Alliance for Human Needs and Human Rights, in order to better understand the needs, characteristics and situations of this target population. CSH is a leader in providing expertise in regard to the integration of affordable housing and social services for families. Both directly and through partnerships with research institutes such as IMPACT, CSH also has significant experience performing research, program evaluations and needs assessments to better understand the housing and social services needs of vulnerable populations.

CSH and IMPACT, in close collaboration with CHA, will develop an assessment tool that will answer key questions necessary to assess service needs for individuals who have received multiple Safe Harbor designations. CSH will assess approximately 600 individuals throughout CHA's portfolio who fall within this target population. Upon completion of the assessment, CSH will provide CHA with a detailed analysis to determine the characteristics, barriers and service needs. Subgroup and cluster analysis will be conducted to determine if characteristics differ by identifiable factors (e.g. educational obtainment, employment history, etc). The assessment and resulting analysis will allow CHA to determine how to better address the needs of this population.

## **PROCUREMENT HISTORY**

The CHA advertised an RFP on September 17, 2010 to solicit consultants and firms to conduct an assessment of the identified population of residents with multiple Safe Harbor designations to better understand the social service needs and to inform a strategy for eviction avoidance. The RFP was advertised in the Chicago Sun-Times, the Chicago Defender, El Dia, the CHA website, and BuySpeed (e-procurement system). The CHA also directly solicited 268 firms, including 177 MBE/WBE/DBE firms and 70 assist agencies. A pre-proposal meeting was held on September 23, 2010, with vendors representing four firms in attendance. The CHA received two

(2) proposals on October 13, 2010. An Evaluation Committee consisting of five (5) members evaluated the proposals.

After the Evaluation Committee completed its analysis of the proposals, the Contracting Officer identified the competitive range. One (1) firm was found to be in the competitive range. An oral presentation was held with the one (1) firm on November 8, 2010. Negotiations were held with the firm and a best and final offer was requested and submitted. Based upon the evaluations of the written proposals, oral presentations, and the best and final offer, it was determined that the Corporation for Supportive Housing would provide the best overall service and value to CHA to conduct this needs assessment.

Based upon the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer, or his designee, to enter into a fixed fee contract with the Corporation for Supportive Housing in the amount of \$344,769 for a period of six (6) months, to conduct a needs assessment of CHA residents who have received multiple Safe Harbor designations.

**RESOLUTION NO. 2010-CHA-161**

**WHEREAS**, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated December 15, 2010, entitled "AUTHORIZATION TO ENTER INTO A CONTRACT WITH CORPORATION FOR SUPPORTIVE HOUSING TO CONDUCT AN ASSESSMENT OF RESIDENTS IN SAFE HARBOR STATUS"

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a fixed fee contract with the Corporation for Supportive Housing in the amount of \$344,769, to conduct a needs assessment of CHA residents who have received multiple Safe Harbor designations.

